

5 STEPS TO STRESS FREE BOOKKEEPING

*An introductory guide in 5 easy steps to
stress free and automated bookkeeping and
how to succeed at it.*

A Publication of



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STEP ONE

No More Paper

*Turn paperwork into data
you can use*



NO MORE PAPER

Get rid of all your paperwork hassle.

Do better business with less paper

Paper is everywhere. Businesses generate a lot of paperwork for their business and lots of time and money is wasted on moving paperwork around.

Analysts have been predicting the arrival of the paperless office for more than two decades, yet more paper is produced every year and is a headache of business owners like yourself. Luckily for business owners, **the paperless office is easy and ready now.**

Through our one to one training sessions, **we can show you how to get rid of all your paperwork** and create a virtual office for your business, thus reducing the amount of time and energy spent on administration and focusing on growth.

Some example of how to get rid of paper:

- ▶ **Receipt Bank** – We set you up to take advantage of the fantastic deal offered by Receipt Bank, where all your paperwork is taken care of. Receipt Bank is discounted when you set up through your bookkeeper.
- ▶ **Squirrel Street** – Is another great way of getting rid of all paperwork. Cheaper for your business when you set up using a Pro Partnered program through your bookkeeper.

WANT TO KNOW MORE CONTACT US AT
CLOUD SAFE ACCOUNTING.
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STEP TWO

No More Cash



NO MORE CASH

Stop Using Cash

Cashless Society

Our society is becoming more and more cashless everyday. With threat like robbery, theft and fire; business owners face the challenges of keeping their cash safe and sometimes have to deal with missing payments and overpayments to suppliers.

These challenges can create a poorly run accounts payable processes; meaning missing out on discounts for paying bills early. If suppliers invoices are not paid on time, supplier relationships could be strained. This may lead to some suppliers demanding cash on delivery.

Just as delaying in paying bills can cause problems, so could paying bills early. A common fate for many businesses is bankruptcy which is cause by the business running short on cash.

There is also the problem of missing payments which is common for businesses who pay with cash. To be in control of your payables and keep track of all payments made, we recommend switching to card payments and bank transfers; not only to protect your business but also to build great customer/supplier relationships.



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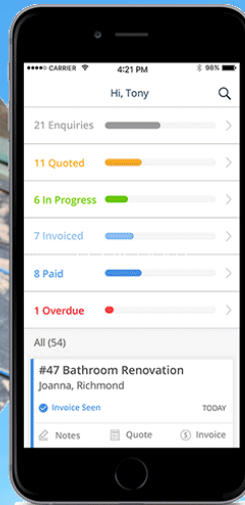
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STEP THREE

Invoice From Your Mobile



- ✓ 1 Quote viewed
- ✓ 2 Quotes accepted
- ✓ 1 Invoice paid





INVOICE FROM YOUR MOBILE

Never miss out on invoicing again

Missing Invoices

Have you ever been on a job, completed the job, went back home after the exhausting day and forgot to invoice the client? I'm sure we've all done it in the past and many are still doing it.

Many business owners face the challenge of "forgotten invoices" everyday, which create a big hole in their cash flows and budget.

This is why we recommend to our clients to get the accounting software app on their mobile phone or devices and to invoice right away after completing a job.

Today, there are multiple accounting softwares that provide this function but to be fully functional you need to choose the right accounting software appropriate for your business. And we can help you with that. Subscribe to our great Bookkeeping Package Deal and you'll receive **FREE Training** on how to take full advantage of the mobile functions provided.

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STEP FOUR

*Pay Employees in
5-10 minutes*



PAYROLL IN 5-10 MINUTES

It's not that complicated...once you set it up right

Payroll is quick and regularly painless once you have setup your payroll software and employee records correctly.

Easy steps to painless payroll:

1. Use a proficient software such as Xero, Quickbooks, MYOB or Reckon (we can help you choose the right one for your business)
2. Ensure that you business details are correct and that essential information such as default super, payroll tax, and specific payroll items for your industry are setup
3. Ensure that you employees are setup with the essential information such as super details, TFN, payrates and leave entitlements.
4. Have timesheets completed by all staff and reviewed by managers enabling correct processing of hours worked.
5. Have all employees request leave in writing so that it can be tracked more easily
6. Use your accounting software to send payslips once the payroll has been paid.

The latest versions of accounting software now automate much of the above process and it takes only 5-10minutes to process up to 5 staff each week.

We regularly operate complimentary training sessions on how to DIY your payroll in Quickbooks, Xero, MYOB and Reckon so contact us using the email below to find when our next online training session is booked.

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STEP FIVE

Review & BAS by Cloud Safe Accounting

A sample Business Activity Statement (BAS) form for the period January to March 2003. The form is titled 'Business Activity Statement January to March 2003' and includes a barcode. It contains various sections for reporting business activity, including 'Business details', 'GST details', and 'How to pay'. The form is filled out with sample data, including business name 'Michael Jones Pty Ltd', ABN '123 456 789', and GST details. The form is tilted at an angle.

ACCOUNTS REVIEW & BAS

Avoid penalty fees and always lodge your BAS on time

***The Ultimate Stress Relief is knowing
that someone else can take the blame if
it goes wrong!***

With our review and lodgement program, you don't even have to worry that it will go wrong.

DIY bookkeeping is cheaper and now more possible than ever before, thanks to automated accounting software.

However, it still offers no protection to your business in the event of an ATO review. Having your BAS agent review the accounts before lodgements are made is the best way to protect yourself and obtain great advice to claim everything that is allowed.

Review and lodgement services include complimentary training and then ongoing support to help you progress stress free in the bookkeeping for your business. From just \$99/month our review and lodgement program can provide you with the ideal safeguard and support for your business.

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Need Help With Your Paperless Office

We Can Help



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“ *The Secret to getting ahead
is getting started.* ”

Mark Twain

Not only STRESS FREE but FREE as well!

Receive Free Training

Contact us at info@cloudsafeaccounting.com
today to receive a complimentary one to one
online training session to receive advice and
assistance with your record keeping in Xero, Intuit
Quickbooks, MYOB, Reckon

LEARN MORE

